

APPENDIX 7-C

SUGGESTED OUTLINE OF A FIELD SAMPLING PLAN

I. SITE BACKGROUND

Analyze all existing data and summarize the information here. Include a description of the site and surrounding areas and a discussion of known or suspected contaminant sources, probable transport pathways, and other information about the site. Also include a description of specific data gaps and ways in which this sampling scheme is designed to fill those gaps.

II. SAMPLING OBJECTIVES

Clearly specify the objectives of the sampling effort and the intended uses of the data (see Appendix 7-A Data Quality Objectives). Rationale should be provided for the following: the choice of sample locations; the choice of QC sample locations (field duplicates and laboratory QC samples); the choice of contaminants of concern; and a rationale for the choice of analyses to be conducted. Give supporting rationale for the representation of the data to be procured.

III. SAMPLE LOCATION AND FREQUENCY

This section of the Sampling Plan identifies each sample matrix to be collected and the constituents to be analyzed. Use a table to clearly identify the number of samples to be collected along with the appropriate number of replicates and blanks. Include a drawing to show the locations of existing or proposed sample points. If applicable, specify frequency of sampling.

IV. SAMPLE DESIGNATION

Establish a sample numbering system for each investigative project. The sample designation should include the sample or well number, the sampling round, the sample matrix (e.g., surface soil, ground water, soil boring), and the name of the site.

V. SAMPLING EQUIPMENT AND PROCEDURES

Sampling procedures must be clearly written. Step-by-step instructions for each type of sampling are necessary to enable the field team to gather data that will meet the data quality objectives established. Include a list of

instruments, and equipment to be used including a description of the material of construction (e.g., Teflon, stainless steel, PVC) for the equipment.

VI. SAMPLE HANDLING AND ANALYSIS

Include a table that identifies sample preservation methods, types of sampling containers, shipping requirements, and holding times.

Include examples of paperwork and instructions for filling out the paperwork (e.g., traffic reports, chain-of-custody forms, packing lists, and sample tags to be filled out for the samples). Include examples and instructions for filling out any other specific documentation that the designated laboratory will require.

Provide for proper handling and disposal of wastes generated at the site as a result of the sampling event. Describe site-specific procedures to prevent contamination of clean areas and to comply with existing requirements. Include instructions to clearly document actions taken.

Include what laboratory will perform requested analyses and list what analytical methods will be performed. DOH recommends that relevant laboratory Standard Operating Procedures (SOPs) be included in the FSP. The SOPs should include quality control criteria and requirements for corrective action.